

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO.

C-505

PAGE  
NO. 1.

RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY GOVERNMENT

Planning and Zoning

AGENCY

DIVISION

Item No.	Description	Retention
	RETAIN ALL MICROFILM COPIES PERMANENTLY	
	<u>ADMINISTRATIVE DIVISION</u>	
1.	<u>Administrative Decisions</u> Notice of appeal hearing, correspondence, topographic and other related data and final decision.	Retain ten (10) years, then destroy.
2.	<u>Annual Reports</u> Staff members responsible for major office activities are requested to complete a Project Description Sheet thus providing a method of evaluating its performance periodically.	Retain three (3) years, then destroy.
3.	<u>Budget</u> Executive recommendations for the capital budget & program.	Retain three (3) years, then destroy.
4.	<u>County Overall Program Design</u> A three year plan pertaining to key issues, problems and opportunities in the areas of Environment, Community Development, Economic Well-Being, Health, Safety, Criminal Justice, Transportation, Recreation & Open Space, Education, Comprehensive Planning and General Administration.	Retain ten (10) years, then destroy.
5.	<u>Newspaper Clippings</u> Anything related to Planning & Zoning that appears in publication.	Retain three (3) years, then destroy.
6.	<u>Office Sales</u> Cash receipts for Zoning Maps, Offsite Drainage Fees, Zoning Fees, Topographic Maps, Certificates of Use, Recreation Fees, Certified Mail and various pamphlets and other literature.	Retain three (3) years, then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

8/8/79 *Flannery*

Date

Signature

Title

Date

State Archivist

*Flannery*

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Item No.	Description	Retention
	<u>COMPREHENSIVE PLANNING DIVISION</u>	
7.	<u>Annexation</u>  Records of County property conveyed to the City of Annapolis. Planning files only. Legal documents retained in Office of Law.	Retain ten (10) years, then destroy.
8.	<u>Community Service Facilities</u>  Data on existing and planned water and sewage, housing health care, recreation and open space, civic and cultural center and libraries.	Retain five (5) years, then destroy.
9.	<u>Environment</u>  Files containing information pertaining to natural resources, coastal zone management, floods and flood plains, utilities and waterfront areas.	Retain ten (10) years, then destroy.
10.	<u>Correspondence</u>  Correspondence on citizen group related issues and national planning periodicals and civil defense.	Retain three (3) years, then destroy.
11.	<u>Reports and Studies</u>  Research material on adequacy of facilities, agriculture, A-95 project, mini-census, population & statistical data general planning for two-year development, economy, industry, marinas, consolidated property files, historic land use and other related areas.	Retain five (5) years unless otherwise marked then destroy.  NOTE: Retain Marina, Water & Sewage and Solid Waste studies for ten years, then destroy. Retain A-95, Adequacy of Facilities, Land Use and C.D.B.G. (applications) for three (3) years, then destroy.
	<u>DESIGN &amp; DEVELOPMENT.</u>	
12.	<u>General Correspondence</u>  Correspondence concerning subdivision development and other building.	Retain three (3) years, then destroy.
13.	<u>Subdivisions</u>  Subdivision files contain the sketch, preliminary and final subdivision applications, plats, reviews, comments and approvals.	Retain permanently until security and operational microfilm copies can be made; when filmed, transfer hard copy to the Hall of Records.

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Description	Retention
<u>ZONING DIVISION</u>	
14 <u>Comprehensive Zoning</u> Prefiles and Planning Appeals Board actions on prefile requests for each district.	Retain permanently until security and operation microfilm copies can be made; when filmed, transfer hard copy to the Hall of Records.
15 <u>Minutes</u> Bound books containing the minutes of the Planning and Zoning Commission and the Board of Appeals.	Retain permanently until microfilmed; when filmed, transfer hard copy to the Hall of Records.
16 <u>Zoning Cases</u> Applications, photographs, site plans, plats, related correspondence and final decisions.	(Same as #14 above)
17 <u>Zoning Descriptions</u> First, third, fifth, seventh and eight district zoning description volumes from the original 1952 zoning.	(Same as #14 above)